

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Assistant Secretary
Office of Civil Rights
CEA Level 3

FINAL FILING DATE: February 8, 2007

SALARY RANGE: \$8,311 - \$9,164

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Secretary, the incumbent in this position serves as the highest level advisor and manager of the Office of Civil Rights. The incumbent is the Department's civil rights/equal employment opportunity (EEO) officer as defined in Government Code 19795(a) who must ensure the Department abides and remains in compliance with the statutes of equal employment opportunity laws. The Assistant Secretary is responsible for policy formulation and implementation of equal employment opportunity procedures for the entire Department. In addition, the Assistant Secretary as the subject matter expert, formulates and has oversight of all policies and procedures created to prevent the violation of employee civil rights laws and regulations.

Duties include, but are not limited to:

- Provides statewide program direction in the development and implementation of the Department's EEO practices and objectives in compliance with federal and state laws and departmental policies. Reviews and ensures the Department's policies are non-discriminatory. Acts on behalf of the Secretary to maintain a department free of discrimination, harassment and retaliation. Works with management to identify and eliminate significant underutilization of employees by racial/ethnic, gender, and disability group caused by discriminatory personnel

policies and practices. Serves as the Department expert/key advisor and resource to departmental management regarding EEO, Affirmative Action (AA), and workforce diversity matters. Develops, implements, coordinates, and monitors the Department EEO/AA/Diversity program. Assists departmental management with information and assistance regarding the EEO/AA/Diversity program and options for implementation and compliance with laws and regulations. Reviews departmental policies and procedures to ensure there is no illegal adverse impact against employees in any racial/ethnic gender, or disability category.

- Coordinates annual evaluation of the effectiveness of the total EEO/AA/Diversity program to pinpoint underutilization of certain racial/ethnic and gender groups, and an action plan to eliminate the non job-related employment barriers. Coordinates an annual evaluation of the Department's upward mobility program. Manages the discrimination complaint system, including monitoring the performance of counselors and/or investigations.
- Oversees and reviews statewide investigations of discrimination complaints, provides advice and counsel on their resolution. Provides leadership to the internal investigators of the Office of Civil Rights. Reviews and audits the investigation function and continually seeks to improve the investigative process. Reviews completed investigations where sustained findings of violation of departmental EEO policy have been determined to have occurred. Consults with Department managers on the appropriate remedial action to be taken in cases with sustained findings.
- Works with the training office assisting in the development of EEO/AA/Diversity programs, human relations, cultural awareness and sensitivity training; monitors and evaluates the effectiveness of such training efforts. Participates with the training and personnel offices in planning, implementing and evaluating upward mobility programs for departmental employees. Oversees the creation of training programs specific to the prevention or reporting of violations of employee civil rights, laws, regulations, and policies.
- Serves as liaison/facilitator with community and advocate organizations in dealing with EEO/AA/diversity issues. Acts as a liaison between the Department, SPB, Department of Fair Employment and Housing, California Labor Commissioner, Office of the Attorney General and other state or governmental agencies including the US Equal Employment Opportunity Commission, and private entities on EEO/AA/diversity matters. In addition, works internally with various offices at CDCR to develop strategies to remedy inappropriate workplace behavior that has not yet breached any civil rights laws or policy but which is disruptive to the workplace and is considered a precursor to a potential EEO matter.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

- Extensive experience and knowledge pertaining to the administration of an EEO Office/program which includes knowledge of major EEO laws.
- Strong and effective leadership skills and experience in the management of a highly sensitive departmental program.
- Experience in performing high administrative and policy influencing functions as it relates to the EEO program at CDCR.

- Well developed oral, written, and interpersonal skills to effectively communicate and develop positive and cooperative working relationships with other State/federal regulatory and enforcement agencies such as the Attorney General's Office, State Personnel Board, and Legislature on EEO issues.
- Ability to establish and maintain cooperative working relationships with pertinent employee and community-based advocate organizations in EEO matters.
- Demonstration of sound executive and personnel management skills, flexibility, and practices for providing executive level advice, consultation, and decision-making to departmental management.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Parole Administrator II, Youth Authority Administrator, or Program Administrator, Correctional School including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates' may or may not be scheduled for an interview. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Assistant Secretary, Office of Civil Rights, CEA Level 3 vacancy. For further information regarding this position, please contact Michelle Hagan at (916) 323-2122.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) must be submitted and postmarked by February 8, 2007 to Michelle Hagan, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to the same street address listed above for Executive Recruitment and Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

DEPARTMENT OF CORRECTIONS AND REHABILITATIONS

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*